United Nations ST/IC/2016/24

Secretariat

8 September 2016

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to Headquarters during the seventy-first session of the General Assembly**

I. Introduction

1. The present circular sets out the arrangements that will be in effect at Headquarters for admission to the premises and with regard to parking during the seventy-first session of the General Assembly, which will end on 11 September 2017.

2. **Specific information concerning the security arrangements for admission to Headquarters during the general debate of the seventy-first session, the high-level plenary meeting of the General Assembly on addressing large movements of refugees and migrants, the high-level event on the entry into force of the Paris Agreement, the high-level meeting on antimicrobial resistance convened by the President of the General Assembly, the high-level segment of the General Assembly to commemorate the thirtieth anniversary of the Declaration on the Right to Development, the high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons and the treaty events, to be held from 19 to 26 September 2016, is available in circular ST/IC/2016/23.**

II. Admission to the Headquarters premises

3. Staff members, affiliates, accredited media representatives, interns and holders of retiree passes, temporary photo and non-photo passes, protocol courtesy passes and gold courtesy passes will be admitted to the Headquarters premises only upon the presentation of a valid United Nations grounds pass or laissez-passer.

* Expiration date of the present information circular: 7 September 2017.

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4. In view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259, on the wearing of grounds passes, in particular that such passes must be worn prominently on the outer clothing of the holder and are subject to verification by security officers, will be strictly enforced.

5. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of grounds passes because of the access that they allow their holders. All authorized holders are reminded that their grounds passes are solely for their use and cannot be transferred or given to any other person to use. Any grounds passes found to have been used in any manner other than that for which they were intended will be confiscated by Security.

6. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service at its office located on the ground floor of the FF Building (320 East 45th Street), upon the presentation of an application signed by an authorized person from the staff member's executive office/administrative unit.

7. Staff members who arrive without their grounds passes will be directed to the information and reception desk, located in the lobby of the General Assembly Building, to obtain a day pass upon the verification of their identity.

III. Admission of non-United Nations personnel

8. The United Nations will be closed to the public during the period of the general debate, from 5.30 p.m. on Friday, 16 September, until close of business on Tuesday, 27 September. During this period, guided tours will be suspended.

9. Messengers, visitors and guests, including children over 17 years of age and unaccompanied children over 12 years of age (children under 12 years of age are not allowed entry unaccompanied), will be required to show valid government identification with a photograph to the security officer stationed at the Visitors Centre located in the UNITAR Building, where they will be issued with a visitors badge. Thereafter, they must proceed to the 46th Street entrance, where visitors to the public areas, including those taking a guided tour, will be screened before being granted access.

10. Messengers, personal visitors and guests must be met by a staff member and, for further access to restricted areas, be signed in at the information and reception desk in the General Assembly Building lobby to be issued with a day pass. Staff members must escort their visitors and guests at all times while on United Nations premises.

11. To avoid any inconvenience, visitors and guests should be informed in advance that valid government identification is required.

IV. Access using the 42nd, 45th and 46th Street entrances

12. Staff members, including those holding only the United Nations laissez-passer, members of delegations, affiliates and resident correspondents with authorized access who do not require security screening, will be allowed access using the 42nd Street entrance.

13. Only senior United Nations officials (holders of gold grounds passes), members of delegations and holders of protocol gold courtesy or protocol VIP passes will be allowed access using the 45th Street delegates' entrance.

14. The 46th Street entrance is to be used by all categories of pass holders, as well as by those who require security screening, namely members of the media, messengers, guests and visitors.

15. The opening hours of the pedestrian entrances are as follows:

(a) 42nd Street and First Avenue: 7 a.m. to 9 p.m. on weekdays only. Pedestrian access to and from the Secretariat and other parts of the premises outside the stated operating hours is through the pedestrian gate at the 43rd Street entrance;

(b) 45th Street and First Avenue: 9 a.m. to 7 p.m. on weekdays;

(c) 46th Street and First Avenue: 6 a.m. to 7 p.m. on weekdays and 10 a.m. to 6 p.m. on weekends.

16. Given that packages brought on to the premises at all entry points are subject to security inspection, staff members and other United Nations-accredited personnel are discouraged from bringing unnecessary packages on to the premises.

V. Access to restricted areas

17. In accordance with established procedures, the General Assembly Hall and surrounding areas are reserved for members of delegations and United Nations staff conducting official business in those areas.

18. Access to the General Assembly area will be permitted only upon the presentation of the appropriate secondary pass or a special event pass indicating the General Assembly area, together with a United Nations grounds pass. Secondary passes will be issued by the Pass and Identification Unit to executive offices/administrative units in accordance with the agreed arrangements.

19. Representatives of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured only upon the verification of a valid United Nations grounds pass and an appropriate special event pass for the meeting.

VI. Access for members of the media

20. Resident correspondents without equipment will be allowed access at the 42nd Street entrance or the 46th Street entrance with their United Nations-issued grounds passes.

21. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building or the Conference Building must use the 46th Street entrance, present a valid grounds pass and undergo security screening.

22. Unescorted access will be allowed in the Conference Building and the General Assembly Building lobby for members of the media who are not filming.

23. Access to the second floor of the Conference Building is restricted to resident correspondents without equipment.

24. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when filming and for access to the General Assembly Hall.

25. Only resident correspondents will be allowed access to the premises after normal business hours and on weekends.

26. Visiting members of the media will be allowed access after normal working hours only if an event or a meeting is still in progress.

27. For additional information on media guidelines, please contact the Media Accreditation and Liaison Unit.

VII. Pass and Identification Unit

28. The Pass and Identification Unit, located on the ground floor of the FF Building (320 East 45th Street), is open to staff members and members of delegations from 8.30 a.m. to 4 p.m. on weekdays.

29. Members of the media will be assisted with accreditation in the UNITAR Building. Thereafter, they should proceed to the main office for pass issuance.

30. During the high-level period of the General Assembly and the general debate, additional days and hours of operation are in place (see ST/IC/2016/23).

VIII. Access to vehicular entry points

43rd Street entrance

31. The very limited operating space of the Secretariat Circle and delegates' roadway areas requires strict controls on access in order to facilitate safety and avoid undue obstructions and delays to the vehicles of delegations and other high-level government officials and motorcades.

32. Vehicular access to the premises through the 43rd Street entrance, which is open at all times, will continue to be restricted to vehicles of delegations when permanent and/or deputy permanent representatives are in the vehicle, in accordance with the established delegation access protocols. All vehicles, except for motorcades escorted by host country law enforcement personnel, will undergo security screening before being admitted on to the United Nations premises.

33. Outside the high-level period, staff members may use the 43rd Street entrance between 7 p.m. and 5 a.m. on weekdays and at any time on weekends.

Garage

34. The 48th Street garage entrance is open from 5 a.m. to 7 p.m. on weekdays only. Outside those operating hours, vehicles will enter through the 43rd Street entrance.

35. The 42nd Street garage entrance and exit is open from 5 a.m. to 7 p.m. on weekdays only. Outside those operating hours, vehicles will exit through the 43rd Street entrance.

36. All vehicles entering the garage, except for motorcades escorted by host country law enforcement personnel, will undergo security screening before being admitted on to the United Nations premises. Staff members are requested to limit the quantity of items carried in their vehicles in order to facilitate and expedite the security clearance process.

Bicycles and portable personnel carriers

37. Parking for bicycles and portable personnel carriers is available in the secured cage at the corner of First Avenue and 48th Street.

IX. Parking

38. Parking in the garage will be limited to those staff members who possess a regular parking permit. Permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons.

39. Passengers who are not in possession of a valid United Nations grounds pass will be required to leave the vehicle at the appropriate checkpoint before the vehicle enters the premises.